

[Insert Date]

[ON LETTERHEAD – format to suit]

[Complainant's Name]

[Address]

[City, State, Zip]

Re: Title IX Investigation - Outcome

Dear [Accused]:

As you are aware, the District received a complaint regarding allegations of your conduct and conducted an investigation of a Title IX claim of [sexual harassment/sexually hostile work environment/quid pro quo/discrimination based on sex] based upon that complaint. I am writing to inform you that the investigation of your Title IX complaint has been completed.

Broadly stated, Title IX, and relatedly Title VII, protects employees from sexual harassment in the workplace. Further, Title IX and Title VII mandate that an employer has the obligation to enforce the protections and requirements under Title IX. Retaliation is also a prohibited response to an employee complaint under Title IX.

It is the overall conclusion of the independent investigation that there is insufficient evidence to sustain a finding that prohibited sexual harassment has occurred in such a manner as to constitute a violation of Title IX or Title VII. To the extent the final findings indicate or detail other conduct, if any, discovered through the course of the investigation which falls outside of the scope of the ultimate determination under Title IX, such as concerns regarding unprofessional conduct in the work place, the resolution of those matters will be left to your supervisor and ultimately the District to address outside the scope of this matter. Nothing herein should be interpreted as barring or preventing your Supervisor from addressing any conduct, though not arising to a level of a violation under Title IX that may be considered in some way inappropriate conduct for the work place. Those matters are left to the discretion of your supervisor.

This matter is considered confidential and the facts and circumstances of this matter should not be disclosed to anyone other than your union representatives, where applicable, without the

District's express permission. Additionally, any complainant or individual who participated in this investigation, to the extent you are aware of such individuals, is protected from any retaliation under Title IX for their participation in this process. You should not discuss this matter or otherwise engage anyone regarding the allegations in this matter and you should refrain from engaging in any action that could be considered retaliatory in nature.

As a result of the findings and recommendations in this matter, the District considers the matter closed.

Sincerely,

[Name]
[and Title: Title IX Coordinator or Superintendent]

cc: Personnel File
Superintendent
Supervisor